



**Figure 1**

**WORKSHEET FOR DETERMINING WHETHER EXTENSION OF  
TIME PERIOD FOR MARGINAL EMPLOYEE TO ACHIEVE  
ENHANCED PERFORMANCE IS APPROPRIATE**

		A 1-10	B YES/NO
1.	RATE EMPLOYEE'S EFFORT.		
2.	RATE EMPLOYEE'S PROXIMITY TO GOALS.		
3.	RATE STEADINESS OF IMPROVEMENT.		
4.	RATE EMPLOYEE'S ABILITY TO PERFORM.		
5.	RATE EMPLOYEE'S WILLINGNESS TO PERFORM.		
6.	IS THERE AN APPROPRIATE TIME PERIOD FOR EXTENSION?		
7.	ARE THERE GOALS FOR EXTENSION?		
8.	ARE GOALS AND TIME PERIOD DOCUMENTED?		
9.	HAS EXTENSION BEEN DISCUSSED WITH EMPLOYEE?		
10.	IS AN EXTENSION CONSISTENT WITH TREATMENT OF OTHER EMPLOYEES?		
11.	IS THERE ADDITIONAL TRAINING NECESSARY?		
12.	IS THE ADDITIONAL TRAINING AVAILABLE?		
13.	IS EMPLOYEE WILLING TO PARTICIPATE IN EXTENSION?		
14.	HAS EMPLOYEE AGREED TO NEW GOALS AND TIME PERIOD?		
15.	IS THE COST OF THE EXTENSION IN THE BUDGET?		
16.	DOES THE BUSINESS EXPECT TO GAIN FROM AN EXTENSION?		
17.	WERE THERE DEFECTS IN ORIGINAL PROGRAM BY EMPLOYER?		
<b>TOTALS:</b>			

COLUMN A:    0-19    TERMINATION RECOMMENDED.  
                   20-30    EXTENSION OR REASSIGNMENT RECOMMENDED.  
                   31-50    EXTENSION RECOMMENDED.

COLUMN B:    MORE THAN 8 YESS EXTENSION RECOMMENDED.  
                   6-8 YESS CONSIDER EXTENSION EVEN WHEN A>19.  
                   0-5 YESS PROCEED WITH ACTION AS COLUMN A INDICATES.

**Figure 2**